

POSITION ANNOUNCEMENT

POSITION: Law Clerk
SALARY RANGE: \$18.27 (law school graduate)
\$19.29 (bar certified)
\$20.37 (bar certified with one year law experience)
LOCATION: Second Judicial District - Davis County
TYPE OF POSITION: Full-time with benefits, One year term with the possibility for extension for one additional year.
CLOSING DATE: **December 3, 2004 at 5:00 p.m.**
NOTE: **This position will not be filled until September 1, 2005.**

APPLICATIONS TO: Judy Sifford
Second District Court
2525 Grant Avenue
Ogden, UT 84401
(801) 395-1051

TYPICAL DUTIES: Performs professional legal research and analysis on complex legal issues for district judges in Second District Court to include:

- Research legal questions; review records, trial transcripts, jury instructions, and briefs to acquire understanding of cases; help prepare jury instructions
- Prepare and draft rulings, edit rulings as directed by judge; finalize drafts of rulings
- Prepare bench memoranda summaries of assigned cases; compile references on laws and decisions; review current case law
- Assist judges with other related duties as assigned

REQUIRED QUALIFICATIONS: Graduation from an ABA accredited law school with a juris doctorate degree. Bar membership preferred; if not admitted to Bar, should work successfully to complete Bar requirements at next opportunity. Must possess a working knowledge of the state court systems, Utah Law and legal terminology; skills in legal research, legal writing format and citation techniques; excellent oral and written communication skills. Ability to follow instructions, ability to establish and maintain effective working relationships with employees, judges, other agencies, and the public; ability to maintain confidential information.

APPLICATION PROCEDURE: Applications may be obtained from the 2nd District Court as listed above, the Dept. of Workforce Services, The Administrative Office of the Courts, 450 S State, SLC, or from on line at www.utcourts.gov. Please mail or deliver your cover letter, resume, writing sample, and law school transcript copy to the address indicated above.

The Utah State Courts are Equal Opportunity Employers. The courts comply with all state and federal laws prohibiting discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.